

Forms

Last Modified on 05/01/2024 9:55 am CDT

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The Forms tool is used to store and manage all Custom Forms attached to a student. Custom Forms added and edited using the module specific Documents tools display in the Forms tool.

Year	Module	Title	Created Date	Modified Date	Status	Batch Name
20-21	Health	Authorization to Obtain and Disclose Information	05/27/2021 11:15:16 AM	05/27/2021 11:15:16 AM	1 DAYS PENDING ESIGN	Health Disclosure Form

Forms List Screen

Only Custom Forms display in the Forms tool. See the Documents tool documentation for information about the document types available in each module:

- Counseling
- Health
- PLP
- Response to Intervention
- Special Ed










List Screen

The List Screen displays all existing Custom Forms attached to a student.

By default all existing Custom Forms are **sorted** by Year, with the most current year on the top. Drag column headers to the top of the screen to further sort. Forms can also be sorted by clicking on the column headers.

Enter text into the fields below the header or select values in the dropdowns to **filter** the list of Forms. The funnel icon provides additional filtering options. Custom forms can be filtered by Year, Module, Title, Created Date, Modified Date, and/or Status.

Column Header	Description
---------------	-------------

Column Header	Description												
Year	<p>The year in which the form is organized.</p> <p>When the form needs to be organized into a different year, click the edit button  . Select a year from the dropdown and then click the save button  or the cancel button  to go back.</p> <div data-bbox="347 499 976 817" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 30%;">Year</th> <th style="width: 30%;">Module</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">▼</td> <td></td> </tr> <tr> <td colspan="3">Year: 19-20</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">19-20 ▼</td> <td style="text-align: center;">Special Ed</td> </tr> </tbody> </table> <p style="text-align: center; font-style: italic; font-size: small;">In Line School Editing</p> </div> <p>The year cannot be modified for batch created forms.</p>		Year	Module		▼		Year: 19-20			 	19-20 ▼	Special Ed
	Year	Module											
	▼												
Year: 19-20													
 	19-20 ▼	Special Ed											
Module	<p>The module in which the form is organized.</p>												
Title	<p>The name of the form.</p>												
Created Date	<p>The date the form was created for the student.</p>												
Modified Date	<p>The date the form was last edited.</p>												

Column Header	Description
Status	<p>The state of the form. Statuses include:</p> <p>Non-eSignature Documents Statuses</p> <ul style="list-style-type: none"> • Draft: The form contains errors that must be corrected before completion. • Locked: The forms is complete and locked. No further edits can be made. • Unlocked: The form does not contain any errors. • Locked and Published: The form is complete and is available for parent/guardian(s) and/or students to view on the Campus Parent and/or Student Portal. No further edits can be made. <p>eSignature Documents Statuses</p> <ul style="list-style-type: none"> • Draft: The form contains errors that must be corrected before completion. • Request eSignature: All errors have been corrected and the form is ready to be sent to the parent/guardian(s) and/or student for eSignature. • Pending eSign: The number of days the signature request was sent and is awaiting eSignature. • Pending Publish: The number of days until the form is sent to the portal. • Expired: The End Date of the form has passed. • Action Required: Indicates all signatures are collected and the form is ready to be completed. • Locked and Signed: The form is complete and all participants have signed the document. No further edits can be made. • Locked and Declined: The form is complete and a participant has declined the document. No further edits can be made. • Locked and Overridden: The form is complete and the user has overridden at least one signature. No further edits can be made. • No Participants: There are no valid Portal accounts. • Unlocked: The user has confirmed there are no participants. The form is read-only on the Portal. <p>Note: When the form has no participants, the user can contact their administrator regarding updating Census information OR they can confirm that there aren't any participants by selecting the individual form and Review Participants > Confirm No Participants. The form displays on the Forms tool.</p>
Batch Name	<p>Indicates the form was created with the Form Batch Setup tool.</p> <p>Batch created forms CANNOT be deleted from the Forms tool.</p>

Blank Forms


Blank forms are print only versions of district or state-defined forms. Blank Forms are uploaded to Campus in the [Custom Forms](#) area of System Administration.

Click the Blank Form button  to view all the Blank Forms available to print.

Select Blank Form




Module	Title
▼	▼
Counseling	Field Trip Form
Counseling	NHS Service Form
Counseling	Scholarship Reporting Form
Counseling	Student of the Month Award
Counseling	Student Transfer Form
Health	Head Injury
Health	HIPPA Compliancy
Health	Informational: Head Lice
PLP	RTI Meeting Notes
PLP	Summer School Registration Form
PLP	ESL Accommodations Form

Select Blank Form List Screen


Click the print icon at the top of the PDF menu  to print. Printing through the browser (File > Print, etc.) prints the Index, not the form itself.


Blank Form - Consent to Release Private Data


Infinite Campus, Inc.
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CONSENT TO RELEASE PRIVATE DATA

Student: _____ Student ID: _____ Grade: ____ Date: _____ 

School: _____ Student DOB: _____ 


Parent/Guardian Name: _____ 

Parent/Guardian Address: _____ 

Authorization:

Print Blank Form

Interactive Forms

Interactive Custom Forms are editable documents used to supplement documents linked to a person's record. To create a new Custom Form, click the **New** button . The **Select Form** screen displays all active forms available.

See the [Custom Forms](#) tool for information on how to set up each of the Form types. Other options for forms that can be created using the Forms tool include:

Form Type	Description
Interactive	<ul style="list-style-type: none"> • Displays on Forms tool • Teacher/user can fill out the form
Interactive, Portal	<ul style="list-style-type: none"> • Displays on Forms tool • Teacher/user can fill out the form • Read-only on Portal
Interactive, eSign	<ul style="list-style-type: none"> • Displays on Forms tool • Teacher/user can fill out the form • Parent/guardian and/or student can sign the form via the Portal
Interactive, p Fillable	<ul style="list-style-type: none"> • Displays on Forms tool • Teacher/user can fill out the form • Parent/guardian and/or student can sign the form via the Portal • Parent/guardian and/or student can fill out the form
Interactive with DB Table	<ul style="list-style-type: none"> • Creates a database table where data can be queried and reported in Ad hoc • Displays on Forms tool • Teacher/user can fill out the form
Interactive with DB Table, Portal	<ul style="list-style-type: none"> • Creates a database table where data can be queried and reported in Ad hoc • Displays on Forms tool • Teacher/user can fill out the form • Read-only on Portal

Form Type	Description
Interactive with DB Table, eSign	<ul style="list-style-type: none"> Creates a database table where data can be queried and reported in Ad hoc Displays on Forms tool Teacher/user can fill out the form Parent/guardian and/or student can sign the form via the Portal <p>Note: eSignature data cannot be queried in Ad hoc.</p>
Interactive with DB Table, p Fillable	<ul style="list-style-type: none"> Creates a database table where data can be queried and reported in Ad hoc Displays on Forms tool Teacher/user can fill out the form Parent/guardian and/or student can sign the form via the Portal Parent/guardian and/or student can fill out the form <p>Note: eSignature data cannot be queried in Ad hoc.</p>

Select Form

Module	Title	Form Instruction	Form Type
			(All)
Health	Authorization to Obtain and Disclose Information		Interactive, p Fillable
Health	Injury Report		Interactive
Health	Physical/Medical History		Interactive
Health	Student Medication		Interactive
Health	Diabetes Plan		Interactive

Cancel

Select Form

Select Prepopulation Data

The content of existing custom forms associated with a person will not change when an Administrator changes Ad Hoc mappings on the form in System Administration. See the [Custom Forms](#) article for additional information.

When setting up a Custom Form, form administrators have the option of mapping Ad hoc fields to

editable fields in the form. These mapped fields populate based on the person's data to which the form is attached.

Forms may include multiple fields mapped to the same Ad hoc field, such as reporting a list of team members or behavior events. When the form is created in System Administration, Sequence values are selected for fields in a list. The user creating the form then indicates the order that records should populate in the form. This process is best illustrated with an example.

Military Connection Example

An example form includes a list of a person's team members. When mapping Ad hoc fields to the form, the form administrator aligned guardianMilConnections.guardianFirstName and guardianMilConnections.guardianLastName to two fields in a list, with Sequences of 1 and 2. When a user selects the form to add to a person, the first step is to select which records populate in these fields and in what order. Select records from the dropdown list and reorder them as desired by clicking and dragging records.

Custom Form - Military Survey

Instructions
Select records to prepopulate data in the form.

Guardian Mil Connections (Choose up to 2 records)
Drag and drop **+** records to indicate sequence.

x
05/01/2019 Navy Active Duty, Deployed
x

x
10/15/2011 01/01/2005 Army Retired
x

guardianMilConnections.guardianFirstName guardianMilConnections.guardianLastName (Choose up to 2 records)
Drag and drop **+** records to indicate sequence.

x
Donald Abegg
x

x
Millie Abegg
x

Create Form

Cancel



Select Records to Prepopulate Data in the Form

Click the **Create Form** button after all selections have been made. In the form, selected records display in the indicated order.

Complete Form

The **Name** and the **Instructions** display at the top of the form. The header also indicates the form displays on Roster and/or Portal or sent to the parent/guardian and/or student for eSignature and data entry.

A warning icon  displays in the upper right corner when there are any errors, such as missing

required fields or overfilled fields. Click this button to navigate through the errors on the form. An unlocked icon  displays when there are no errors and the form is unlocked. A locked icon  displays when there are no errors and the form is locked.

A draft of the form can be saved with rule errors. However, a draft of the document will not save when there are overfilled fields.

The screenshot shows a web form titled "Custom Form - Military Survey" with a red error icon in the top right corner. The form content includes:

- Instructions:** Please fill out this document and return by September 1st.
- Header:** Office of School Administration, Department of Student Services, (651)123 - 4567 • example@doe.com
- Title:** 18-19 Military Connections Survey
- Text:** New for the 2018-2019 school year, the Department of Public Instruction is requiring school districts to annually collect information from Military Connected Families. If a parent or guardian is connected to the U.S. Military, we are asking that they answer the following questions and indicate the Military Connected Parent(s)/Guardian(s)' Name(s) and Date of Birth (DOB). Please disregard if this does not apply to your family. **Please return the form to your child's school by Friday, October 18, 2018.**
- Radio Buttons:**
 - No, parent or guardian in this household is a member of the military.
 - Yes, this individual is a member of the military.
- Form Fields:**
 - Name: Donald Abegg
 - DOB: [Redacted]
 - Start Date of military service: 05/01/2019
 - End Date of military service: [Redacted]
 - What is the current status for this service member? Active Duty, Deployed
 - What is the Branch of Service for this service member? Navy
- Error Message:** A red box with a white exclamation mark icon contains the text: "ERROR Please select one of these options."
- Buttons:** Save & Stay, Save, Print, Lock, Cancel, Delete

Example Custom Form with Errors

Enter and/or select data in the form as needed. Click **Save & Stay** to save progress and continue working on the form or **Save** to save progress and navigate to the list screen. Or, click **Cancel**.

Print

When text entered in a multiline text field on a custom form goes beyond the capacity of space on the page, the overflow text displays on subsequent pages when the form is printed. The text on one page ends with the word **Continued** and a **Letter-Number** combination in parenthesis which indicates where the text is continued on another page. See the [Custom Forms](#) article for additional information concerning the overflow functionality.

For example, a text field ends with "Continued A1," the text is continued on an overflow page labeled **Appendix A1** (see image 8 below). The ellipsis (...) under the Appendix label indicates the text is continued from a previous page.

The diagram illustrates text overflow. The top box represents the main page content, which ends with the text "...Tetraodontidae" followed by a red-bordered box containing "(continued A1)". Below this box, the page footer reads "IC Rev. 1/2007", "Page 1 of 2", and "MDE Rev. 1/2007". A red arrow points from the "(continued A1)" text to a second box below, representing the overflow page. This box contains the header "Kaiser, Branson L", "Prior Written Notice", and "Appendix A, Page 1 of 1". Below the header is a red-bordered box containing "Appendix A1" followed by "...". The main text of the overflow page begins with "name: tetra (four) and dontinidae (teeth). Blowfish can range in size from 1-inch long (dwarf or pygmy puffer, Carinotetraodon travancoricus) to over 2 feet (giant puffer, or Tetraodon mbu). These fish do not have scales but instead have spines that are even more formidable after inflation." The caption "Overflow Print Example" is centered below the overflow page box.

The maximum capacity for each overflow text field is 1 MB, with a maximum of 4 MB per form.

Overflow Setup

When creating the form in Adobe, the multiline option must be selected under Text Field Properties. The Overflow checkbox must also be marked in System Administration. See the [Custom Forms](#) documentation to learn about Custom Form setup.

Print Draft Custom Forms

A Draft watermark displays when printing Custom Forms in a draft status.

You are invited to attend a meeting to plan for Dylan's education program. The meeting will be at _____ on _____ at _____ (Student's Name)
 Time _____ Date _____ Room Number - Building - Address _____
 Please allow for _____ to meet.
 The purpose of this meeting is:

The following persons are expected to attend:

Name	Title	Name	Title

A member of the IEP team may be excused from attendance at the meeting, in whole or in part, if the district and the parent(s) agree, in writing, that their attendance is not necessary because their area of the curriculum or related services is not being modified or discussed in the meeting. However, you and the district may excuse a member from attendance, in whole or in part, when their area of the curriculum or related services are involved, if: 1) you and the district agree, in writing, to the excusal, and 2) the excused member submits, in writing to you and the rest of the IEP team, input into the development of the IEP prior to the meeting.

Draft Custom Form

Print Expired Custom Forms

An Expired watermark displays when printing Custom Forms in an Expired status.

	Plainview Schools 123 Main Street Metro City, MN 55555	NOTICE OF A TEAM MEETING
--	--	---------------------------------

787

Student Name: Dylan Victor Abegg Date: 04/27/2021
 School: Harrison High Grade: 11.00 DOB: 09/15/2003
 Dear Donald L. Abegg : Millie Abegg
 You are invited to attend a meeting to plan for Dylan's education program. The meeting will be at _____ on _____ at _____ (Student's Name)
 Time _____ Date _____ Room Number - Building - Address _____
 Please allow for _____ to meet.
 The purpose of this meeting is:

The following persons are expected to attend:

Name	Title	Name	Title
<u>Donald L. Abegg</u>			
<u>Millie Abegg</u>			
<u>Lifellearn, Mike</u>			
<u>Seaffers, Gwilym</u>			
<u>Social, Worker</u>			

A member of the IEP team may be excused from attendance at the meeting, in whole or in part, if the district and the parent(s) agree, in writing, that their attendance is not necessary because their area of the curriculum or related services is not being modified or discussed in the meeting. However, you and the district may excuse a member from attendance, in whole or in part, when their area of the curriculum or related services are involved, if: 1) you and the district agree, in writing, to the excusal, and 2) the excused member submits, in writing to you and the rest of the IEP team, input into the development of the IEP prior to the meeting.

You may invite other people to the meeting that have knowledge or special expertise regarding your child, including related services staff as appropriate.

If you have questions, please contact me:

Expired Custom Form

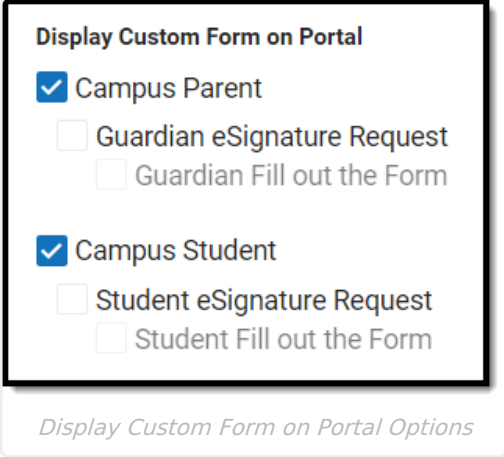

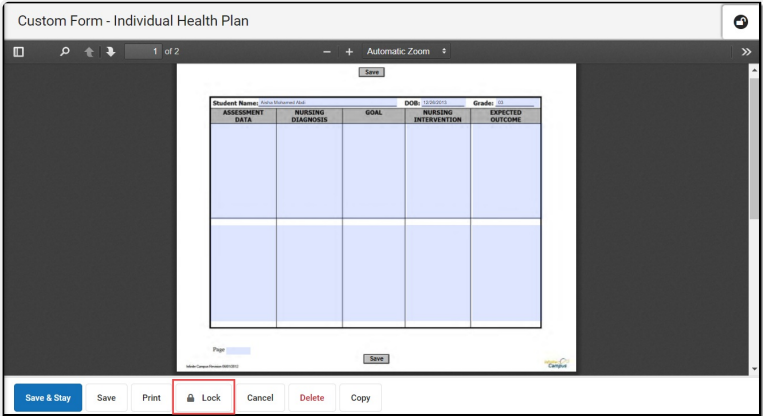
Lock/Unlock

The Lock and Unlock button does not display for Custom Forms that are eSignature Requests. See the [Review Participants](#) section for additional information.

Users can click the **Lock** **or Unlock** button to change the lock status of the document. A locked document indicates no additional changes can be made. Before locking or unlocking, a validation message displays, alerting the user to the logic associated with locking a

form.

Certain Custom Forms display on Campus Parent and/or Campus Student Portal once the form is locked. Three conditions must happen in order for a Custom Form to display on the portal:

Step	Image <i>Click to Enlarge</i>
<p>1. Mark the Display Custom Form on Portal option on the Custom Forms Upload step.</p>	 <p><i>Display Custom Form on Portal Options</i></p>
<p>2. Mark the Portal Preference for the module the form is in at System Administration > Portal > Preferences > Display Options on the Documents section.</p> <p>Portal preferences are set by school. See the Portal Preferences Display Options documentation for additional information.</p>	 <p><i>Display Options for Custom Modules</i></p>
<p>3. Attach the Custom Form to a student and lock the document (either on the Forms tool or the Documents tool).</p>	 <p><i>Lock a Custom Form</i></p>

When a form is locked and published, the status of the form on the Forms list screen displays as

Locked & Published LOCKED & PUBLISHED . Hover over the locked icon within the form to view a message that the form is locked and published.

The ability to lock a document is given when the user has **Write** rights to the Forms tool. The ability to unlock a document requires **RWAD** rights to Student Information > General > Forms > Module > Unlock AND **Write** rights to the Forms tool (Student Information > General > Forms). See the [Forms Tool Rights](#) documentation for additional information.

Optional Start Date and Time

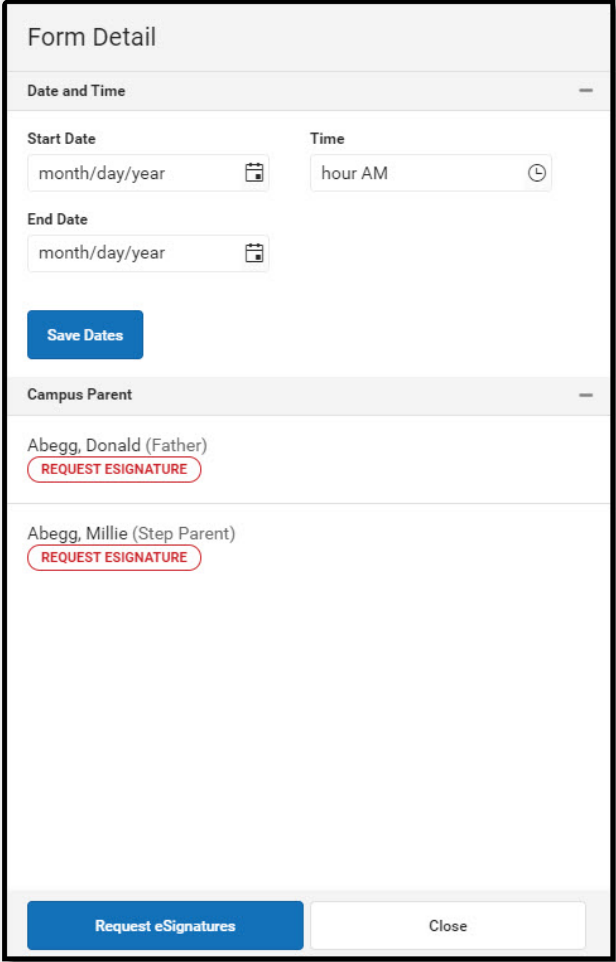
A Start Date and Time can be set for Forms that are sent to the Campus Parent and/or Campus Student in the future. So when the above conditions have been met concerning the Portal setup, the Form is Locked, and a Start Date and Time is set, the Form publishes to the Portal as of the Start Date and Time.

Portal Start Date and Time

Review Participants

Forms supports emancipated student functionality. Emancipated students receive a form via the Parent Portal when it is marked to be sent to the Parent Portal. See the [Emancipated Students](#) documentation for information on setting up emancipated students.

The Review Participants button displays after an initial save. When finished entering data into the form, click the Review Participants button to verify to whom the form is being sent and send eSignature request(s). The Form Detail also allows the user to select when the Form is sent and when the form becomes read-only on the Portal.



Form Detail

Date and Time

Start Date: month/day/year

Time: hour AM

End Date: month/day/year

Save Dates

Campus Parent

Abegg, Donald (Father)
REQUEST ESIGNATURE

Abegg, Millie (Step Parent)
REQUEST ESIGNATURE

Request eSignatures Close

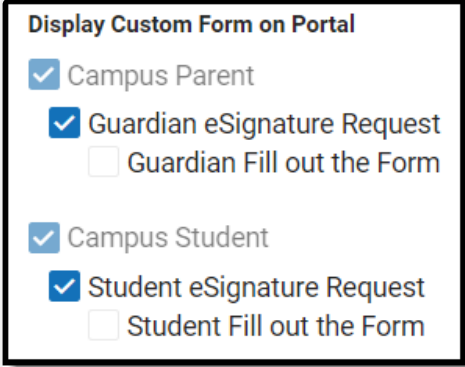
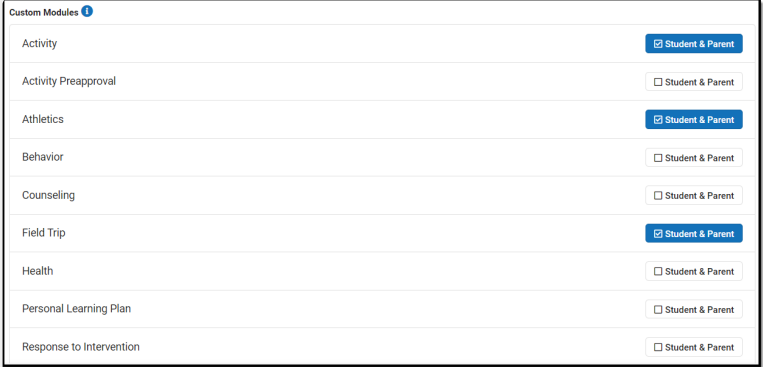

Review Participants Side Panel

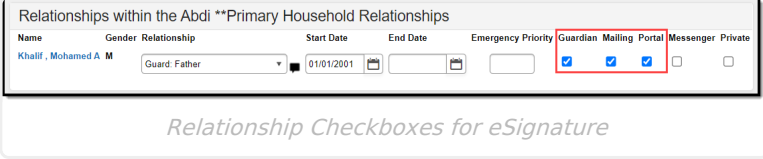
Custom Form eSignatures

When the Request Parent/Guardian and/or Student Signature option is selected on the Custom Forms Setup tool, this form is sent to parent/guardian(s) and/or the student for an electronic signature (eSignature). Note certain forms allow the parent/guardian and/or the student to enter data.

Note: eSignature Custom Forms do not sync to the state for State Edition users. Custom Forms with eSignatures ONLY display on the Forms tool and are not available on the Documents tool.

In order for an eSignature Request/Fillable form to be sent to the Campus Parent or Campus Student Portal, the following conditions must be met:

Step	Image <i>Click to enlarge</i>
<p>1. Mark the Display Custom Form on Portal AND the Request eSignature options on the Custom Forms Upload step.</p>	 <p><i>Display Custom Form on Portal Options</i></p>
<p>2. Mark the Portal Preference for the Module the form is in at System Administration > Portal > Preferences > Display Options on the Documents section.</p> <p>Portal preferences are set by school. See the Portal Preferences Display Options documentation for additional information.</p>	 <p><i>Display Options for Custom Modules</i></p>
<p>3. Save the Custom Form for a student and click the Request eSignatures button. Requesting eSignatures makes the form read-only. You are not be able to make additional changes after requesting signatures.</p>	 <p><i>Request eSignatures Button</i></p>

Step	Image <i>Click to enlarge</i>
<p>4. Parent/Guardian(s) receive the eSignature request(s) when the Guardian, Mailing, and Portal checkboxes are marked on the Relationships tool for the student. The Parent/Guardian must have a valid Portal account in order to receive eSignature forms. The order of the Parent/Guardian(s) names is determined first by the Emergency Priority on the Relationships tool. When no Emergency Priority is entered, the names display in alphabetical order.</p>	

Request eSignature(s) Process

1. Enter data into the form.
2. Click **Review Participants**.
3. Optional: Select a **Start Date** and **Time** when the form is available on the Portal, after eSignatures have been requested.
4. Optional: Select an **End Date** when the form becomes read-only on the Portal.
5. Click **Request eSignatures**.
6. Click **Request eSignatures** or **Cancel**. Requesting eSignatures makes the form read-only. You are not able to make additional changes after requesting signatures.

Note: The End Date field can be changed, even after the form is Expired. The Start Date and Time CANNOT be changed once the eSignature(s) is requested.

After the eSignature Request(s) have been sent, the Review Participants button can be used to see the status per person as well as override eSignatures and/or enter a contact log record. Statuses include:

- Signed: The person signed the form.
- Declined: The person declined the form.
- Pending: The form is awaiting action by the person.
- In Progress: The person is currently editing the form. When a person has an In Progress status, their signature cannot be overridden.
- Overridden: The teacher has overridden that person's signature.

Override eSignature Request(s)

The Override eSignature Request option forces the eSignature to be signed so the form can be completed. This option can be used when for any reason a parent/guardian or student is unable to eSign or a paper form is signed and submitted instead of the virtual form.

Overriding eSignatures requires a separate tool right. See the [Forms Tool Rights](#) article for additional information.

Form Detail
eSignatures

Campus Parent	+
Campus Student	+
Override eSignature Request	-

Select Person(s) *

- Abegg, Donald (Father)
- Abegg, Millie (Step Parent)
- Abegg, Dylan (Student)

Override Comment *

Override eSignature Request

1. Click **Review Participants** after the eSignature request(s) have been sent.
2. Mark the checkbox for the person whose signature is to be overridden.
3. Enter an **Override Comment**.
4. Click **Save Override**. The Status of this form after the user **Completes** the form is Locked & Overridden.

eSignature Contact Log

The Custom Forms Contact Log is used to document any interactions between the participants of the Custom Form.

Form Detail

eSignatures

Campus Student +

Override eSignature Request +

Create New Contact Log -

Select Person(s) *

Abegg, Donald (Father)

Abegg, Millie (Step Parent)

Abegg, Dylan (Student)

Date *

Time *

Contact Options *

Description *

eSignature Contact Log

1. Click **Review Participants** after the eSignature request(s) have been sent.
2. Mark the checkbox for the person who was contacted.
3. Select the **Date** and **Time** when the contact occurred.
4. Select the **Contact Options** from the dropdown. This dropdown is populated from the [Attribute Dictionary](#) > ContactLog > Contact Type.
5. Enter a **Description** of the communication.
6. Click **Save Contact Log**. Multiple Contact Log records can be saved per form. Contact Log records can be created any time after the eSignature request(s) have been sent, including after the form is Completed.

Delete

Click **Delete** to permanently remove a document from a person's record. A warning displays confirming the action.

Once an eSignature request has been sent, users cannot delete the form.

Copy

Click the **Copy** button on an existing document to create a copy. A warning displays confirming the action. The user is automatically navigated back to the list screen and the new copy of the document can be found with a date and timestamp of when the copy was created.

Only existing forms can be copied. The name of the document cannot be modified when making a copy.